

**Article 17**  
***TRAVEL EXPENSE REIMBURSEMENT***

A. Travel Expense Reimbursement. In accordance with the Standardized Travel Regulations issued by the Departments of Civil Service and Management and Budget, and the general procedures of the Vehicle and Travel Services, except as expressly provided otherwise in this Article, unit members shall be entitled to travel reimbursements at the rates in effect on the date(s) of the travel.

B. Reimbursement Rates - Effective January 1, 2002 (Rates Are Subject to Change)

1.	<u>Michigan Select Cities*</u>	<u>Maximum</u>
a.	<u>Meals And Lodging</u>	
	(1) Lodging (Actual Supported by Receipts) Taxes)	\$65.00 <i>(Plus</i>
	(2) Breakfast	\$ 8.75
	(3) Lunch	\$ 8.75
	(4) Dinner	\$21.00
2.	<u>In-state All OIn-state All OIn-state All Other</u> <u>Maximum</u>	
a.	<u>Meals and Lodging</u>	
	(1) Lodging (Actual Supported by Receipts) Taxes)	\$65.00 <i>(Plus</i>
	(2) Breakfast	\$ 7.00
	(3) Lunch	\$ 7.25
	(4) Dinner	\$16.50
b.	<u>Per Diem System</u>	
	(1) Per Diem	\$76.25
	(2) Lodging (Actual Supported by Receipts)	\$45.50
	(3) Breakfast	\$ 7.00
	(4) Lunch	\$ 7.25
	(5) Dinner	\$16.50
c.	<u>Group Meetings</u>	
	(1) Lodging (Actual Supported by Receipts) Taxes)	\$65.00 <i>(Plus</i>
	(2) Breakfast	\$ 7.00
	(3) Lunch	\$10.25
	(4) Dinner	\$16.50

3. Out-of-state Select CitiesOut-of-state Select CitiesOut-of-state Select Cities\*

a. Meals and Lodging

(1) Lodging (Actual Support by Receipts) \*\*\*contact Spartan  
Travel

for conf. #

(2) Breakfast \$11.00

(3) Lunch \$11.00

(4) Dinner \$22.00

4. Out-of-state All OtherOut-of-state All OtherOut-of-state All Other

a. Meals and Lodging

(1) Lodging (Actual Support by Receipts) \*\*\*contact Spartan  
Travel

for conf. #

(2) Breakfast \$ 8.50

(3) Lunch \$ 8.75

(4) Dinner \$20.50

b. Per Diem System

(1) Per Diem \$83.25

(2) Lodging \$45.50

(3) Breakfast \$ 8.50

(4) Lunch \$ 8.75

(5) Dinner \$20.50

c. Meals on Trains

(1) Breakfast Applicable Schedule for

(2) Lunch In-state or Out-of-state

(3) Dinner

(4) Sleeping Car Actual Cost When  
Certified Accommodations No Roomette  
Available

d. Tips and Incidental Costs per Day \$ 2.00

5. Mileage Rates - Private CarMileage Rates - Private CarMileage Rates - Private Car

a. Approved Private Car Use Current IRS  
Rate

b. Employee Electing to Drive Private Car in Lieu of Available State  
Car

*Mid-sized Car Rate* \$.295 per

Mile

*\*See Appendix K for listing of Select Cities.*

Based upon operational needs, the Employer may require an employee to travel in a state vehicle while on state business.

- C. Exceptions. Exceptions to the travel rates may be granted by the Department of Civil Service or the Department of Management and Budget, Vehicle and Travel Services, in accordance with the Standardized Travel Regulations. Lodging costs in excess of the maximum state rate will be reimbursed by the Employer as long as the hotel reservation was secured through the Employer contracted travel agency.

In those situations where the Department has not secured the lodging, employees shall make a reasonable effort to secure lodging at the rates specified in this Agreement. However, if an employee has not been able to secure lodging at the specified rate, such an employee may request reimbursement for the actual amount. Departments shall not unreasonably deny such reimbursement requests nor shall Departments unreasonably delay processing the reimbursement.

The parties agree to work cooperatively to insure that the exception provision is appropriately applied when the circumstances justify an exception.

- D. MDOT Employees. Effective October 1, 1988 all MDOT employees will be covered by the Standardized Travel Regulations and reimbursement rates except as provided herein.